

EXPENSE CLAIM

ACCOUNTING USE ONLY

Committee _____

Chapter _____

Bd of Directors _____

Name (print) _____

Date _____

Mailing Address _____

City/Zip _____

E-Mail Address _____

Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
12. Tele/telegrams					
13. Other (explain)					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.

Signature _____		
Title _____		
Total expense this page		\$ -
Total on attached pages		
Grand total expenses		\$ -
Less – travel advances		
Balance Due	Member	\$ -
	CSR	\$ -
APPROVED		

NOTE: Original to be provided to Chapter Treasurer with Receipts attached; Retain Copies